Event TIMELINE

Name: _____

Date: _____

Location: _____

Task	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
MM/YYYY	01	02	03	04	05	06	07	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD	DD
Planning phase																																			
Set goals																																			
Develop sponsorships																																			
Guest list																																			
Book site																																			
Contact suppliers																																			
Promotion phase																																			
Design and mail invites																																			
Marketing and PR																																			
Create program																																			
Launch phase																																			
Coordinate catering																																			
Coordinate equipment																																			
Manage setup																																			
Set up registration																																			
Share Wi-Fi																																			
Wrap-up																																			
Follow-up survey																																			
Pay providers																																			
Sign and close contracts																																			
Post-mortem analysis																																			